

### Treasurer – Treasury/Tax Billing

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#### Activity Overview

The Treasurer – Treasury / Tax Billing Activity is responsible for the collection, distribution, investment and disbursement of all money collected by Gallatin County, school districts and special districts. The Treasury activity bills and collects real and personal property taxes for all cities, schools, Gallatin County, State of Montana and special districts; collects miscellaneous revenues; tracks property tax receivables; balances motor vehicle revenues to states reports and system; disburses and tracks warrants issued by Gallatin County, school districts, fire districts and other special districts.

The Gallatin County Treasurer-Treasury/Tax Billing activity has four primary functions:

- 1) Tax billing, collection and distribution;
- 2) Miscellaneous revenue collection and distribution (A 101);
- 3) Treasury (bank) for Gallatin County and all Trust and Agency funds of the county (Schools, Fire Districts, Cities (tax collection) etc.);
- 4) Monthly reporting to all trust and agency activities.

#### Activity Goals

- To find innovative ways to provide our customers the highest quality of service at the lowest possible cost;
- Maintain the highest standards of honesty, integrity and stewardship of the public trust;
- Consideration and planning for “real-time” revenue posting in Treasurer’s Office;
- Achieve “Clean” External Audit with no deficiencies (comments) found in Treasurer’s Office duties;
- Protect the cash and investments of Gallatin County from theft or loss
- Build a positive office atmosphere for staff.

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#### Recent Accomplishments

- Close Treasurers books in a timely fashion;
- Survey customers needs through the use of comment cards;
- Upgraded Software systems; and
- Successful External Audit with minimal problems identified.

# GENERAL GOVERNMENT

## Treasurer – Treasury/Tax Billing

### Activity Budget

Object of Expenditure	Year End Est.					
	Actual FY 2005	Final FY 2006	/ Actual FY 2006	Baseline FY 2007	Request FY 2007	Preliminary FY 2007
Personnel	\$ 212,586	\$ 222,694	\$ 217,482	\$ 234,099	\$ 232,960	\$ 246,092
Operations	72,689	74,802	79,016	75,476	72,455	72,455
Debt Service	-	-	-	-	-	-
Capital Outlay	3,584	5,000	5,000	-	2,500	2,500
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 288,859</b>	<b>\$ 302,496</b>	<b>\$ 301,498</b>	<b>\$ 309,575</b>	<b>\$ 307,915</b>	<b>\$ 321,047</b>

### Budget by Fund Group

General Fund	\$ 288,859	\$ 302,496	\$ 301,498	\$ 309,575	\$ 307,915	\$ 321,047
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 288,859</b>	<b>\$ 302,496</b>	<b>\$ 301,498</b>	<b>\$ 309,575</b>	<b>\$ 307,915</b>	<b>\$ 321,047</b>

### Funding Sources

Tax Revenues	\$ (38,717)	\$ 17,095	\$ 16,924	\$ (46,478)	\$ (18,796)	\$ (31,705)
Non-Tax Revenues	325,654	268,862	417,694	362,389	362,389	385,579
Cash Reappropriated	1,922	16,539	(133,120)	(6,336)	(35,678)	(32,828)
<b>Total</b>	<b>\$ 288,859</b>	<b>\$ 302,496</b>	<b>\$ 301,498</b>	<b>\$ 309,575</b>	<b>\$ 307,915</b>	<b>\$ 321,047</b>

### Activity Personnel

#### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Treasurer-Elected	1.00
2	Full-Time	Accountant I	2.00
1	Full-Time	Accounting Clerk III	1.00
1	Full-Time	Administrative Clerk III	1.00
Total Program FTE			5.00

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#### 2007 Budget Highlights

##### Personnel

- No changes in Personnel;

##### Operations

- Slight increase in operational expenses;

##### Capital

- Computer \$2,500

#### County Commission Goals/Activity Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which Treasurer/Assessor is striving to fulfill those goals.

##### Exceptional Customer Service

- Survey customer needs through use of comment cards.
- Easy access to Information.
- Close Treasurer's Books in a timely fashion.
- Participate in customer service training that is geared to the specific level and customer.
- Real time revenue posting.

##### Be a Model for Excellence in Government

- Improve public access to public records through electronic media.
- Present a "Statistical Taxation Report" by tax year and by jurisdiction.
- Define and request necessary upgrades to Web Tax module.
- Tax Bill – Revise tax bill format to respond to often-requested information.
- Identify and correct problems through an internal review of statutory Treasurer Office duties.

##### Improve Communications

- Questionnaire and informational inserts placed in tax bills.

##### To be the Employer of Choice

- Create an Office Policy Manual for all employees.
- Implement Target Market for employees with department.
- Retain current staff.

## Treasurer – Treasury/Tax Billing

## WORKLOAD INDICATORS/PERFORMANCE MEASURES

## Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Monthly inspection of files and reports.				
2 . Review of monthly budgets.				
3 . Annual audit reports by External Auditor.				
4 . Request upgrades are funded and implemented.				
5 . Number of customers served.				
6 . Customer Surveys with Positive or Neutral experience				

## Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Taxes Billed	\$71,000,000	\$77,787,774	\$ 86,787,701	
2 . Taxes Collected	76,135,170	79,071,460	86,244,531	
3 . Cleared Warrants	70,756,175	77,143,909	84,542,686	
4 . Investment Earnings	52,638,166	61,982,494	88,193,268	
5 . Miscellaneous Receipts Collected	70,855,269	91,761,246	113,073,992	

## Commentary

The mission statement for the Gallatin County Treasurer's Office is to find innovative ways to provide our customers the highest quality of service at the lowest possible cost, while maintaining the highest standards of honesty and stewardship of the public trust.